

## Admin Tools: Create, Modify, Inactivate and Reactivate Users

NOTE: A user must be a 'School District Administrator' to complete the functions in this section. 'School District Users' do NOT have the **Admin Tools** selection in the left menu bar.

Click the **Login** link from the left menu bar to login with your Login ID and Password.

From the left menu, Click **Admin Tools**

Click the blue link for **User Administration**

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Edit User Info  
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First, Click

ePAGE Administrative Tools

Washoe County SD (16)

Second, Click

**User Administration** - Allows you to add a new user, modify an existing user, or set a user to inactive.

rluna\_16/sdadmin

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**Adding a New User:** Click the type of user you want to create, either ***School District Administrator*** or ***School District User***. Then Click ***Add User***.

**Administrative Rights:** If you want a user to have Administrative rights (access to the ***Admin Tools*** menu bar), the user must be set up as a ***School District Administrator***. ***School District Users*** will have access to the following: ***Update, View*** or ***None***. ***School District Administrators*** will have access to these same selections, plus ***Admin Tools***.

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### User Administration

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The User Administration form allows you to add a new user and set the appropriate security profile, modify an existing user, or delete an existing user. You must select the type of user you wish to add.

**Add User**

☐ School District Administrator ☒ School District User

**Second, Click** **Add User**

**Modify/Deactivate Existing User**

[Modify Existing User](#) - Allows you to modify user attributes and reset the password.

[Set User to Inactive](#) - Allows you to set a user's status to inactive. This will prevent that user from logging in.

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At the **Create User** page, type the user's first and last name where prompted, then Click **Save**. You will be taken to the **Insert User** page.

The screenshot shows the 'Create User' page of the Nevada Department of Education's ePAGE system. The page includes a sidebar with navigation links, a main content area with a 'Create User' title, and a form to add a new user. The form fields are: First Name (Joan), Last Name (Taylor), and Primary School District (16). A red arrow points to the 'Save' button, which is circled in purple. The page also includes a footer with links for 'Contact Us', 'Privacy', and 'State of Nevada Home Page'.

At the **Insert User** page, you will:

- 1) Enter the new user's e-mail address.
- 2) Click an appropriate Position. For most users, this will be the default, *School District Other User*.
- 3) Click schools or district level access for several grants and functions.
- 4) Click the type of access rights for the user.

Go to the first section under **Feature / Program**. In the example that follows, this is the **Planning Tool** row. (Depending on how many grants you have, there may be numerous selections. In the example below, the selections are the **Planning Tool**, plus two 'major level' grants, **Consolidated Application** and **Competitive Application**. As of this writing, some districts also have access to **IDEA Application**. Expect more grants in the future.)

Under **Feature / Program** Click the schools you wish for the user to have access. You may Click one school, many schools or District Level Access, which is for all schools.

Under **Access**, you must Click one of the following: **Admin** (for **School District Administrators** only), **Update**, **View** or **None**. Definitions of Access rights:  
**Administrative**: Allows the user to perform the functions in this section.  
**Update**: Allows the user to make changes to this grant component.  
**View**: Allows the user to see information in this grant component.  
**None**: The user is not allowed in this grant component.

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**Insert User**

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**User Type:** School District User

**First Name:** Joan

**Last Name:** Taylor

**Email:**

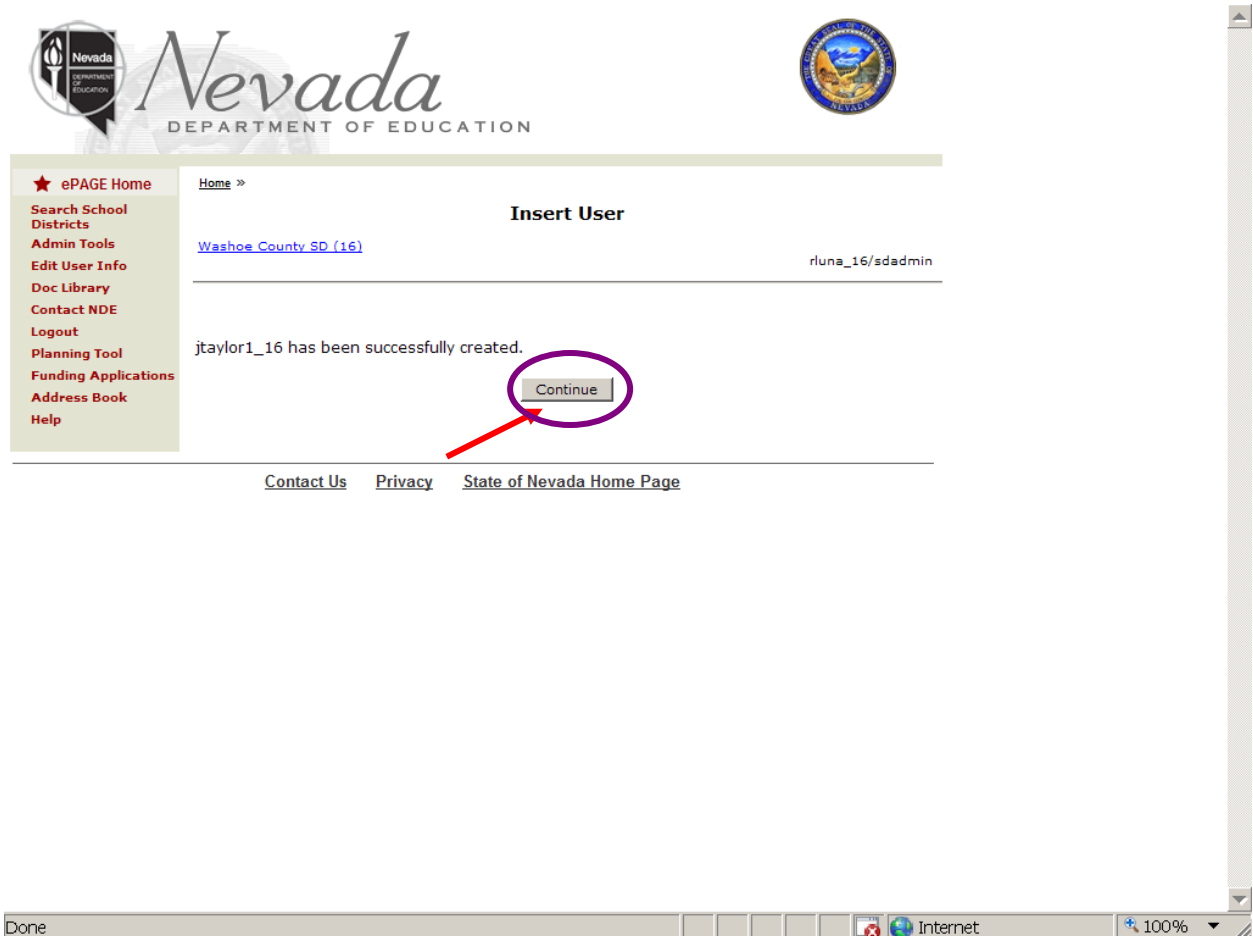
**Position:**

Feature/Program	Access
<b>Planning Tool</b>	<b>Update</b>
District Level Access - All Schools	
Beasley, Bud Elementary School (016-271)	
Juniper, Lena Elementary School (016-226)	
Lenz, Elizabeth Elementary School (016-257)	
O'Brien, William Middle School (016-308)	
Academy For Career Education Charter (016-608)	
<b>Consolidated Application</b>	<b>Update</b>
District Level Access - All Schools	
Beasley, Bud Elementary School (016-271)	
Juniper, Lena Elementary School (016-226)	
Lenz, Elizabeth Elementary School (016-257)	
O'Brien, William Middle School (016-308)	
Academy For Career Education Charter (016-608)	
<b>Competitive Application</b>	<b>Update</b>
District Level Access - All Schools	
Beasley, Bud Elementary School (016-271)	
Juniper, Lena Elementary School (016-226)	
Lenz, Elizabeth Elementary School (016-257)	
O'Brien, William Middle School (016-308)	
Academy For Career Education Charter (016-608)	

**Save** **Cancel**

After clicking **Save** you will notice the new user has been added.

The system will create a unique **login ID** for the user. The new user will now receive an e-mail with a **Login ID, Password** and login instructions.



Click **Continue** to go back to the **User Administration** page.

**Modifying an Existing User:** From the *User Administration* page, Click the blue link to *Modify Existing User*.

**Modifying an Existing User:** From the *User Administration* page, Click the blue link to *Modify Existing User*.

Enter the person's last name you wish to modify; or, a few characters of the person's last name to use the **Search** function; or no characters to **Search** all.

**Search Users**

To view all users leave Last Name blank.

**Last Name:**

First, Enter Last Name (or First Few letters)

Second, Click

Click the blue link on the **Name (User ID)** you wish to modify:

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**User Search Results**

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To modify a user click on their name.

Name (User ID)	Type of User	Position	User Status	Number
<a href="#">Bolton, Vicki</a> (vbolton_16)	SD User	School District Other User	Active	16

[Cancel](#)

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You are taken to the **User Modify** page, where you would Click the type of user, then Click **Continue**.

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**User Modify - Select User Type**

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The Modify User Type form allows you to put an existing user in a different group.

**User to Modify:** vbolton\_16

**Change**

☐ School District Administrator ☒ School District User

[Continue](#) [Cancel](#)

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You are taken to the **Modify User** page, which contains the same options as the **Insert User** page. The only difference is in **Modify User** you are changing an existing user, whereas in **Insert User** you are creating a new user.

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**Modify User**

The "Modify User" form allows you to modify an existing user and change the appropriate security profile.

**User Name:** vbolton\_16  
**User Type:** School District User  
**First Name:** Vicki  
**Last Name:** Bolton  
**Email:** vbolton@washoe.k12.nv.us  
**Position:** School District Other User  
**Reset Password:** ☐

**Feature/Program** **Access**

Feature/Program	Access
Planning Tool	None
District Level Access - All Schools	
Academy For Career Education Charter (016-608)	
Allen, Lois Elementary School (016-266)	
Anderson Elementary School (016-201)	
Bailey Charter Elementary (016-278)	
Beasley, Bud Elementary School (016-271)	
Consolidated Application	None
District Level Access - All Schools	
Academy For Career Education Charter (016-608)	
Allen, Lois Elementary School (016-266)	
Anderson Elementary School (016-201)	
Bailey Charter Elementary (016-278)	

**If desired**

Enter the changes as applicable. If needed, see **Adding a New User** for reference on **Position**, **Feature / Program** and **Access**.

**Reset Password:** Notice a School District Administrator may reset a user's password in this section if desired or if the user has lost their password.

Click **Save**

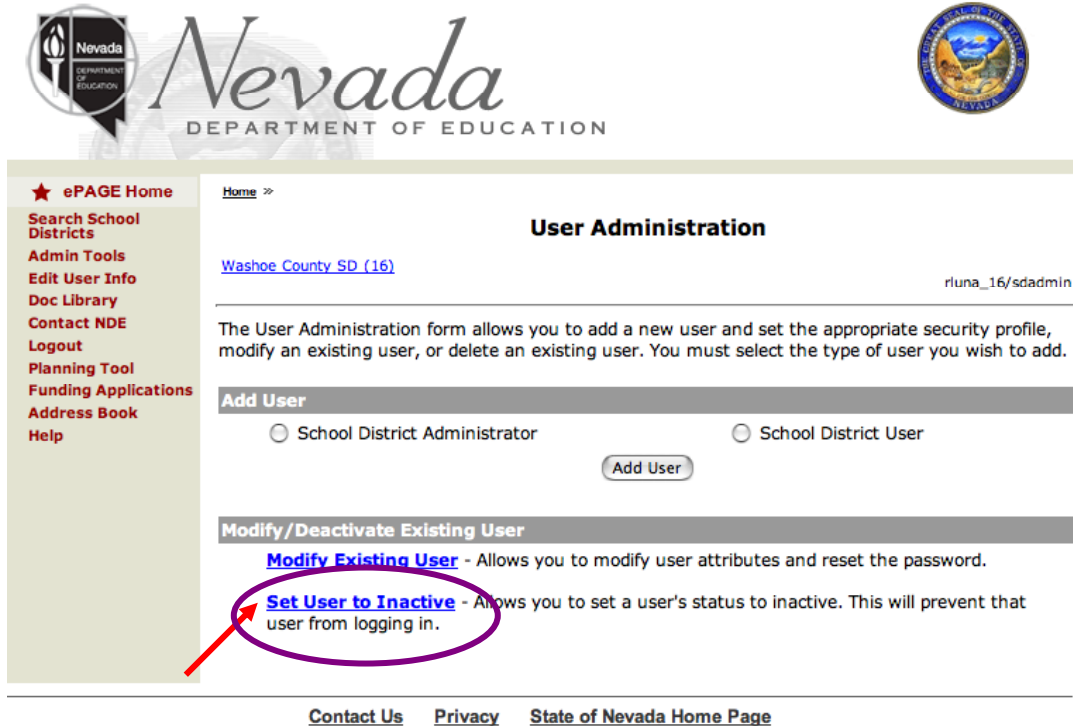
Click **Continue**

You are taken back to **the User Administration** page.



**Inactivate (Remove All Access From) a User:** ePAGE does not allow a user to be deleted. When a user should no longer have access to ePAGE, for whatever reason, use this process: ***Set User to Inactive***.

From the ***User Administration*** page, Click ***Set User to Inactive***



The screenshot displays the Nevada Department of Education ePAGE interface. At the top, the Nevada Department of Education logo is visible. The main content area is titled "User Administration" and includes a breadcrumb trail "Home >>". Below this, there is a link to "Washoe County SD (16)" and a user identifier "rluna\_16/sdadmin". The page contains two main sections: "Add User" and "Modify/Deactivate Existing User". The "Add User" section has two radio buttons for "School District Administrator" and "School District User", with an "Add User" button. The "Modify/Deactivate Existing User" section has two links: "Modify Existing User" and "Set User to Inactive". A red arrow points to the "Set User to Inactive" link, which is also circled in purple. The footer contains links for "Contact Us", "Privacy", and "State of Nevada Home Page".

This takes you to the ***Search User*** page (see ***Modifying an Existing User*** and go to the ***Search Users*** page for reference.) As with the ***Modifying Existing User*** page, you may use the ***Search*** functions in the same way to find the user you wish to inactivate.

Once you find the user, Click the **Name (User ID)** with the blue link.

You will see the pop-up message below:

Confirm by Clicking **OK**.

The screenshot shows the Nevada Department of Education ePAGE interface. On the left is a sidebar with navigation links: ePAGE Home, Search School Districts, Admin Tools, Edit User Info, Doc Library, Contact NDE, Logout, Planning Tool, Funding Applications, Address Book, and Help. The main content area is titled 'User Se' and shows a table of users. A red arrow points to the 'Inskip, Kendall' link in the 'Name (User ID)' column, with a callout box saying 'First, Click'. A blue arrow points to the 'OK' button in a confirmation pop-up, with a callout box saying 'Second, Click'. The pop-up message reads: 'http://epage.doe.nv.gov Are you sure you want to set the User Id kinskip\_16 to inactive?'. The table has columns: Name (User ID), Type of User, Position, User Status, and Number. The user 'Inskip, Kendall' (kinskip\_16) is listed as an 'SD User' in the 'School District Other User' position, with a status of 'Active' and number '16'.

Name (User ID)	Type of User	Position	User Status	Number
<a href="#">Inskip, Kendall</a> (kinskip_16)	SD User	School District Other User	Active	16

You will see a page similar to below. The user is now Inactive. This user can no longer login to ePAGE. Click **Continue**.

The screenshot shows the 'Set User Inactive' page in the Nevada Department of Education ePAGE interface. The page title is 'Set User Inactive'. It states: 'User kinskip\_16 is now inactive. You may use the "Modify User" function to reactivate the user. Note that the user's access will need to be entered again.' A red arrow points to the 'Continue' button, which is circled in purple. The sidebar and navigation links are the same as in the previous screenshot.

**Reactive a Previously Inactivated User:** At some point in the future if you wish to re-activate the user, Click **Admin Tools**, then Click the blue link **User Administration**, then Click the blue link to **Modify Existing User**. Use the **Search** functions to find the user, then Click the box **Make User Active**.

You will notice, by default, a re-activated user Access status is **None**, regardless of the Access rights granted before the user was inactivated. Update as appropriate. Refer to the **Modify an Existing User** section for reference.

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**Modify User**  
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The "Modify User" form allows you to modify an existing user and change the appropriate security profile.

**User Name:** kinskip\_16  
**User Type:** School District User  
**Make User Active:** ☒  
**First Name:** Kendall  
**Last Name:** Inskip  
**Email:** kinskip@washoe.k12.nv.us  
**Position:** School District Other User  
**Reset Password:** ☐

**Feature/Program**  
Planning Tool  
District Level Access - All Schools  
Academy For Career Education Charter (016-608)  
Allen, Lois Elementary School (016-266)  
Anderson Elementary School (016-201)  
Bailey Charter Elementary (016-278)  
Beasley, Bud Elementary School (016-271)

**Access**  
None  
None

**Consolidated Application**  
District Level Access - All Schools  
Academy For Career Education Charter (016-608)

When all selections have been made, Click **Save**

Click **Continue**. You will be taken back to the **User Administration** page.

When done adding, modifying, inactivating or reactivating users, **Logout** at the left menu bar.